

1015-1. Related Cases.

(a) Defined. Related cases are cases where assignment to a single Judge would promote efficient administration of the estates or avoid conflicting or inconsistent rulings. Related cases may include: husband and wife; a partnership and one or more of its general partners; two or more general partners; two or more debtors having an interest in the same asset; or a debtor and an affiliate.

(b) Notice of Related Cases. In the event there are related bankruptcy cases, the debtor shall file a Notice of Related Case(s) at the time of filing of a petition for relief, and shall serve a copy of the notice upon the United States Trustee. The notice shall list the name, filing date, and case number of any related cases.

~~**(c) Simultaneous Filing.** Related cases which are filed together or on the same date will be assigned by the Clerk to the Bankruptcy Judge presiding in the earliest filed case.~~

~~**(d) Separate Filing.** Any related cases filed on subsequent dates will be assigned by the Clerk according to the standards in effect in the division on the date of the subsequent filing.~~

(e) (c) Transfer. The Court may, on its own motion or upon the motion of a party in interest, order a case transferred to another Bankruptcy Judge based on the Court's determination as to whether a case is related and whether the transfer will promote the efficient administration of the estates or avoid inconsistent or conflicting rulings.

(f) (d) Procedure. A motion by a party in interest to transfer a case or cases shall be addressed to the Judge presiding in the earliest filed case and served on the debtors and all trustees appointed in the cases.

Cross Reference

See Fed. R. Bankr. P. 1015.

2002-1 Notices.

(a) Who Shall Give Notice. Unless otherwise ordered, the initiating party shall give the notices required by Rules 2002(a)(2)[sale or lease of property]; (a)(3)[compromise or settlement]; (a)(4)[dismissal or conversion]; (a)(5)[modification of plan]; (a)(6)[applications for compensation], except for final applications; and 2002(b)[disclosure statement and plan].

(b) Content of Notice. The notices given pursuant to paragraph (a) shall fully comply with Rule 2002(c).

(c) Address List. Unless otherwise ordered, all notices shall be served on the persons entitled to notice under Rule 2002(g). ~~In order to comply with this rule, the initiating party shall obtain a current set of mailing labels from the Clerk.~~ In order to comply with this rule, the initiating party must use a current mailing list.

Commentary

Attorneys should obtain a current mailing list by logging onto CM/ECF, clicking on “Reports” and then “Mailing Matrix by Case.” This generates the same list the court would use for notice and permits compliance with this local rule.

(d) Service on Committee. Service on a committee appointed by the United States Trustee shall be made on the committee’s counsel. If the committee has no counsel of record, service shall be made upon all members of the committee.

3015-1. Chapter 12 and 13 Plans.

(a) Chapter 12 Plans.

(1) Hearing on Plan and Objections Thereto. Unless otherwise ordered, notice of the hearing on confirmation of the plan shall be served ~~by mail~~ not less than 32 days prior to the hearing. Objections to confirmation of the plan shall be filed and served on the debtor, the United States Trustee, the Chapter 12 trustee, and on any other entity designated by the Court, not less than 7 days before the hearing.

(2) Confirmation of Plan. The order of confirmation shall be similar to the Official Form for confirmation of plans in Chapter 11 cases, with appropriate changes made for Chapter 12.

(b) Chapter 13 Plans.

(1) Notice by Trustee. At least 25 days before the first date set for the 11 U.S.C. § 341 meeting of creditors, copies or an adequate summary of the Chapter 13 plan shall be ~~mailed~~ served by the trustee ~~to~~ on all creditors. The trustee shall certify to the Court that service has been made in accordance with this rule and pursuant to Fed. R. Bankr. P. 2002(b). If the plan is not filed with the petition, the trustee may require the debtor to serve the plan and provide certification as specified above.

(2) Notice by the Debtor. Prior to confirmation the debtor shall serve all amended plans, together with at least 20 days' notice of the date and time of the hearing on confirmation of the amended plan, on the trustee and all adversely affected creditors. Notwithstanding the foregoing, when plans are amended in response to trustee objections, and no creditors are adversely affected, the trustee may schedule confirmation of such amended plan on the next available confirmation calendar without further notice to creditors.

(3) Objections. At or before the 11 U.S.C. § 341 meeting of creditors, a creditor objecting to confirmation shall file with the Court and serve upon the debtor, the debtor's counsel, and the trustee a written objection to confirmation stating the basis for the objection. Objections to amended plans shall be filed and served within 15 days of service of the amended plan. Objections to confirmation need not be considered by the Court unless service has been made in accordance with this rule. Once timely filed, an objection to a plan will be considered an objection to all subsequent versions and amendments until the objection is withdrawn or the objecting party fails to appear at a hearing on confirmation.

(4) Late Objections. Notwithstanding the previous paragraph, late objections will be considered if the objection is raised before the plan is confirmed and the objecting party shows that it acted diligently.

Cross Reference

See Fed. R. Bankr. P. 3015.

3017-1. Disclosure Statement Hearing.

Unless otherwise ordered, the plan proponent shall comply with the following procedures:

(a) The plan proponent may calendar and notice the disclosure statement hearing without necessity of a Court order, notwithstanding Official Form No. 12. Notice of the hearing shall be served ~~by mail~~ on the debtor, creditors, equity security holders, United States Trustee, Securities and Exchange Commission, and other parties in interest not less than 32 days prior to the hearing. The notice shall contain the information required by Official Form No. 12 and, unless the Court orders otherwise, shall state that the deadline for the filing of objections is 7 days prior to the hearing. The proposed plan and proposed disclosure statement shall be served, with the notice, only on the United States Trustee and the persons mentioned in the second sentence of Fed. R. Bankr. P. 3017(a). **Proof A certificate** of service of the foregoing documents must be filed at least 3 business days prior to the hearing.

(b) At least 3 business days prior to the hearing (and any continued hearing), the plan proponent shall advise the Judge's chambers by telephone whether the proponent intends to go forward with the hearing.

(c) The plan proponent may establish that the disclosure statement meets the applicable requirements of 11 U.S.C. §§ 1125(a) and (b) by offer of proof, declaration or, if the Court so permits or requires, live testimony. In all cases, a competent witness must be present. Briefs are not required.

(d) At the conclusion of the disclosure statement hearing, the plan proponent shall be prepared to advise the Court of the amount of court time the confirmation hearing will require. If a contested confirmation hearing is anticipated, the Court will entertain requests that scheduling procedures be established concerning the filing of briefs, exchange and marking of exhibits, disclosure of witnesses, and discovery.

(e) In the event the plan proponent receives an objection to the disclosure statement, the proponent must make a good faith effort to confer with the objecting party to discuss the disclosure statement and to resolve the objection on a consensual basis.

(f) A plan proponent desiring a continuance of the hearing on a disclosure statement shall appear at the scheduled hearing to request a continuance.

(g) Upon approval of the disclosure statement, the plan proponent shall submit to the Court a proposed Order Approving Disclosure Statement and Fixing Time conforming to Official Form No. 13.

3018-1. Confirmation Hearing.

Unless otherwise ordered, the plan proponent shall comply with the following procedures:

(a) All ballots and a ballot tabulation showing the percentages of acceptances and rejections for each impaired class, in number and dollar amount, must be filed at least 3 business days prior to the confirmation hearing. The tabulation should also identify any unimpaired class(es) and state the reason that such class is unimpaired under 11 U.S.C. § 1124. A copy of the ballot tabulation should be served on the United States Trustee, counsel for the Official Creditors' Committee, or if no such committee has been appointed, the creditors included on the list filed pursuant to Federal Rule of Bankruptcy Procedure 1007(d), and any parties objecting to confirmation.

(b) **Proof A certificate** of service of the plan, disclosure statement, official ballot, and Order Approving Disclosure Statement must be filed at least 3 business days prior to the confirmation hearing.

(c) Three business days prior to the hearing and any continued hearing, the plan proponent shall advise the Judge's chambers by telephone whether the proponent intends to go forward with the hearing.

(d) If the plan has been accepted by the requisite majorities and no objection to confirmation has been filed, the plan proponent may establish that the plan meets the applicable requirements of Chapter 11 by offer of proof, declaration or, if the Court so permits or requires, live testimony. In all cases, a competent witness must be present to testify, inter alia, as to the status of any post-petition trade debt, taxes or other obligations, the feasibility of the plan, and the Chapter 7 equivalency requirements. Memoranda in support of confirmation are not required but may be filed at least three (3) days prior to the confirmation hearing, with copies served on the United States Trustee, counsel for the Official Creditors' Committee, or if no such committee has been appointed, the creditors included on the list filed pursuant to Fed. R. Bankr. P. 1007(b), and any parties objecting to confirmation.

(e) The plan proponent and any party objecting to confirmation shall meet and confer prior to the confirmation hearing regarding disputed issues and the conduct of the confirmation hearing.

(f) A plan proponent desiring a continuance of the confirmation hearing shall appear at the scheduled hearing to request a continuance.

7003-1. Cover Sheet.

Every complaint initiating an adversary proceeding and every notice of removal pursuant to Fed. R. Bankr. P. 9027 shall be accompanied by a completed Adversary Proceeding Cover Sheet in a form prescribed by the Clerk. Adversary Proceeding Cover Sheets shall be available in the Office of the Bankruptcy Clerk **and on the court's website at www.canb.uscourts.gov.**

7042-1. Related Adversary Proceedings.

(a) Related Adversary Proceedings. Any adversary proceeding is related to another when both concern:

- (1) Some of the same parties and is based on the same or similar claims;
or
- (2) Some of the same property, transactions or events; or
- (3) The same facts and the same questions of law; or
- (4) When both adversary proceedings appear likely to involve duplication of labor or might create conflicts and unnecessary expenses if heard by different Judges.

(b) Notice of Related Adversary Proceedings. Whenever a party knows or learns that an adversary proceeding, filed in or removed to this Court, is (or the party believes that the action may be) related to another adversary proceeding which is or was pending in this Court, the party shall promptly file a Notice Of Related Adversary Proceeding. The Notice shall be filed in the later-filed adversary proceeding in which the party is appearing and shall be served on all known parties to each related case. ~~A chambers copy of the Notice Of Related Adversary Proceeding shall be lodged with the assigned Judge in each identified adversary proceeding.~~

(c) Contents of Notice. A Notice of Related Adversary Proceeding shall include:

- (1) The date the related adversary proceeding was filed and the current status of that proceeding; and
- (2) The title and case number; and
- (3) A brief statement of the relationship of the actions according to the criteria set forth in section (a) above.

(d) Transfer. The Court may, on its own motion or upon the motion of a party in interest, order an adversary proceeding transferred to another Bankruptcy Judge based on the Court's determination that the proceeding is related and that the transfer will promote efficient adjudication of the actions or avoid inconsistent or conflicting rulings.

(e) Procedure. A motion by a party in interest to transfer an adversary proceeding or proceedings shall be addressed to the Judge presiding in the earlier filed adversary proceeding and served on all known parties in each of the related adversary proceedings.

9011-1. Sanctions and Penalties for Non-compliance.

Any petition, schedule, statement, declaration, claim or other document filed and signed or subscribed under any method (digital, electronic, scanned) adopted under the rules of this Court shall be treated for all purposes (both civil and criminal, including penalties for perjury) in the same manner as though manually signed or subscribed.

Failure of counsel or of a party to comply with any provision of these rules or the Federal Rules of Bankruptcy Procedure shall be grounds for imposition by the Court of appropriate sanctions.

9013-1. Motion Papers.

(a) **Matters Covered by Rule.** This rule shall apply to initial ~~moving~~ papers, ~~opposition~~ response papers, and reply papers ~~in any motion, application, or objection~~ in any case or adversary proceeding.

(b) **Form.** ~~In one filed document, motion papers shall address:~~ Initial papers shall include the following separate documents:

(1) ~~In t~~ The first ~~paragraph document, notice of the motion~~ Notice of Hearing, ~~including~~ shall state the date, time, and location of hearing (if any);

(2) ~~In t~~ The second ~~paragraph document, the Motion, shall~~ provide a concise statement of what relief or Court action the movant seeks; and

(3) ~~In t~~ The third ~~and following paragraphs document, the Memorandum of Points and Authorities, shall provide~~ a statement of the issues to be ~~cited decided, shall provide~~ a succinct statement of the relevant facts, and argument of the party, citing supporting authorities.

(c) **Length.** Unless the Court expressly orders otherwise, initial ~~moving~~ papers and ~~opposition response~~ papers shall not exceed 25 pages of text, and reply papers shall not exceed 15 pages of text. Any ~~moving papers, opposition, or reply~~ papers exceeding 10 pages of text shall also include a table of contents and a table of authorities.

(d) Affidavits or Declarations.

(1) Factual contentions made in support of or in opposition to any motion, application or objection should be supported by affidavits or declarations and appropriate references to the record. Extracts from depositions, interrogatory answers, requests for admission and other evidentiary matter must be appropriately authenticated by affidavit or declaration.

(2) Affidavits and declarations shall contain only facts, shall conform as far as possible to the requirements of Fed. R. Civ. P. 56(e), and shall avoid conclusions and argument. Any statement made upon information or belief shall specify the basis therefor. Affidavits and declarations not in compliance with this rule may be stricken in whole or in part.

(3) Each affidavit or declaration shall be filed as a separate document.

(e) **Supplementary Materials.** Prior to the noticed hearing date, counsel may bring to the Court's attention relevant judicial opinions published after the date the opposition or reply was filed by filing and serving a Statement of Recent Development, containing a citation to and providing a copy of the new opinion without argument. Otherwise, once a reply is filed, no additional memoranda, papers or letters shall be filed without prior Court approval.

~~(f) **Proposed Order.** A proposed form of order shall not be submitted as a separate document with either the motion, application, objection, or opposition thereto. A copy of a proposed form of order may, but need not, be attached as an exhibit to a motion, application, objection, or opposition thereto. The moving party shall bring a proposed form of order to the hearing.~~

9013-2. Motions; To Whom Made.

(a) **Assigned Case.** Motions, applications and objections will be determined by the Judge to whom the case or proceeding is assigned, except as may be otherwise ordered by the assigned Judge. In the Judge's discretion, or upon request by counsel and with the Judge's approval, a motion may be determined without oral argument, or by conference telephone call.

(b) **Unassigned Case or Judge Unavailable.** A motion, application, or objection may be presented to any other Bankruptcy Judge of the same division as the assigned Judge or, if no such Judge is available, to the Chief Bankruptcy Judge or Acting Chief Bankruptcy Judge when:

(1) The assigned Judge is unavailable and an emergency requires prompt action;
or

(2) An order is necessary before an action or proceeding can be filed.

(c) **Unavailable.** For purposes of this rule, a Judge is unavailable if the Judge has filed a certificate of unavailability or such unavailability is certified by the Judge's courtroom deputy, law clerk, judicial assistant or secretary.

9013-3. Service.

(a) **Service by Mail.** The time limits established in these Bankruptcy Local Rules contemplate that, unless otherwise ordered, service of all papers governed by these rules will be accomplished by first class mail.

(b) **Proof Certificate of Service.** A **proof certificate** of service shall identify the capacity in which the person or entity was served. Capacity to be identified includes: Debtor(s); Attorney for Debtor(s); Trustee; Attorney for Trustee; Twenty Largest Unsecured Creditors; and Special Notice List. If notice to the 20 largest unsecured creditors is required, and there are less than 20 unsecured creditors of the estate, the **proof certificate** of service shall also indicate that all unsecured creditors were served. This rule shall not apply to motions and applications served on all creditors or motions in adversary proceedings.

(c) Notwithstanding subparagraph (a) of this rule, transmission of the notice of electronic filing by the clerk shall constitute effective service of all papers and notices governed by Fed. R. Bank. P. 7005 (incorporating FRCivP 5) and Fed. R. Bankr. P. 9022.

Service of initiating papers, such as the summons and complaint in an adversary proceeding or a motion for stay relief or other contested matter, are not governed by this rule and must still be made by paper. Likewise, general notices to creditors pursuant to Fed. R. Bankr. P. 2002 must still be served by mail and are not governed by this rule.

However, service of papers governed by FRCivP 5, including answers to complaints, motions in adversary proceedings, responses to motions, etc., is governed by this rule. Each CM/ECF participant who has appeared in the case or adversary proceeding receives an email from the Court containing a link to the paper upon its filing. This rule makes service by electronic mail effective service of these matters. As to matters governed by this rule, filing parties need only serve by mail persons who are not CM/ECF participants.

Cross Reference

See Fed. R. Bankr. P. 9013.

9014-1. Case Motions and Objections.

(a) Matters Covered By Rule. This rule shall apply to any motion, application or objection with respect to which the Bankruptcy Code provides that relief may be obtained after “notice and a hearing” or similar phrase, but does not apply to: (1) motions for relief from the automatic stay; (2) proceedings that must be initiated by complaint under Fed. R. Bankr. P. 7001 (adversary proceedings) or motions therein; (3) hearings on approval of disclosure statements and confirmation of Chapter 11, 12 and 13 plans; and (4) matters that may properly be presented to a Judge *ex parte*.

(b) Procedures For Hearings and Disposition.

(1) Hearing Required. Unless otherwise ordered, the following shall be set for an actual hearing:

(A) Motions governed by Fed. R. Bankr. P. 4001 (b), (c), and (d) other than motions to approve agreements to modify or terminate the automatic stay;

(B) Hearings on applications for compensation or reimbursement of expenses, totaling in excess of ~~\$500~~ **\$1,000**, other than applications for compensation for appraisers, auctioneers, and real estate brokers;

(C) Motions to dismiss a case, other than a debtor's request for dismissal under 11 U.S.C. §§ 1208(b) or 1307(b), or a Chapter 13 trustee's request for dismissal under 11 U.S.C. § 1307(c);

(D) Motions to appoint a trustee or an examiner; and

(E) Objections to a debtor's claim of exemption.

(2) Hearing Permitted. In addition to the required hearings described in B.L.R. 9014-1(b)(1), any matter within the scope of this rule may be set for a hearing.

(3) Notice and Opportunity for Hearing. Unless otherwise ordered, a party in interest may initiate a request for relief, without setting a hearing, regarding any matter within the scope of this rule, other than those matters described in B.L.R. 9014-1(b)(1).

(A) Notice. A request for relief governed by B.L.R. 9014-1(b)(3) shall be accompanied by a **Notice and Opportunity for Hearing** and shall state conspicuously:

(i) That Bankruptcy Local Rule 9014-1 of the
United States Bankruptcy Court for the Northern District of

California prescribes the procedures to be followed and that any objection to the requested relief, or a request for hearing on the matter, must be filed and served upon the initiating party within 20 days of mailing of the notice;

(ii) That a request for hearing or objection must be accompanied by any declarations or memoranda of law the party objecting or requesting wishes to present in support of its position;

(iii) That if there is not a timely objection to the requested relief or a request for hearing, the Court may enter an order granting the relief by default; and

(iv) Either:

(a) That the initiating party will give at least 10 days written notice of hearing to the objecting or requesting party, and to any trustee or committee appointed in the case, in the event an objection or request for hearing is timely made; or

(b) The tentative hearing date.

(B) Procedure for Tentative Hearing Dates. A tentative hearing shall be set at least 10 calendar days after the last date for parties to file objections or requests for hearings in accordance with B.L.R. 9014-1(b)(3)(A)(i). The tentative hearing will not go forward unless an objection or request for hearing is timely filed and served, in which case the party initiating the proceedings under B.L.R. 9014-1(b)(3) shall file and serve not less than 5 days before the hearing, notice that the tentative hearing will be conducted as an actual hearing. Such Notice of Hearing is to be in writing, and is to be given to the objecting or requesting party, any trustee and any committee appointed in the case, and the Court. ~~The Court will not schedule the matter on the judge's calendar unless the Notice of Hearing has been filed and served timely. The initiating party shall bring a copy of the proof of service of the notice to the hearing.~~ The initiating party shall also give 5 days telephonic notice to the Judge's Calendar Clerk/Courtroom Deputy that the tentative hearing will be an actual hearing.

(C) Conduct of Hearing. At the hearing the Court will proceed in accordance with B.L.R. 3007-1 on objections to claims. On other matters in which the Court determines that there is a genuine issue of material fact, the Court may treat the hearing as a

status conference and schedule further hearings as appropriate.

(4) Relief Upon Default. When no objection or request for a hearing has been filed or served within the time provided in B.L.R. 9014-1(b)(3)(A)(i), the initiating party may request relief by default by submitting a request for entry of an order by default and a proposed order. A copy of the original motion, application, or objection shall be attached to the request. On an objection to claim, a copy of the claim, absent any attachments or exhibits, shall also be included. The request shall be accompanied by a **proof certificate** of service of the papers initiating the request, and a declaration confirming that no response has been received.

(A) In the case of an objection to a claim, a motion to avoid a lien pursuant to 11 U.S.C. § 522(f), or other request for relief as against an identified, named entity, the request for entry of order by default shall be served upon the entity against whom relief is sought. If relief is sought against any entity that has filed a claim, all papers shall be mailed to the address shown on the proof of claim.

(B) In cases seeking relief generally, and not against an identified, named entity, the request for entry of order by default and related papers shall be served upon the debtor, any trustee, and any committee of unsecured creditors that has been appointed in the case.

(C) Upon filing of an appropriate request for entry of an order by default, with service in accordance with B.L.R. 9014-1(b)(4), the Court may grant the requested relief.

(c) Schedule For Filing of Papers.

(1) Where the matter is governed by B.L.R. 9014-1(b)(1), or the initiating party desires a hearing under B.L.R. 9014-1(b)(2), and relief is sought against an identified, named entity, the motion, notice of **the motion hearing**, supporting declarations, memoranda, and all other papers shall be filed and served at least 28 days before the actual scheduled hearing date. Any opposition shall be filed and served on the initiating party at least 14 days prior to the actual scheduled hearing date. Any reply shall be filed and served at least seven days prior to the actual scheduled hearing date. Notwithstanding the foregoing, no responsive pleading to an objection to a claim of exemption shall be required.

(2) Where the matter is governed by B.L.R. 9014-1(b)(1) or (b)(2) and relief is sought generally, and not against an identified, named entity, the motion or application, notice of the **motion or application hearing**, supporting declarations, memoranda, and all other papers shall be filed and served at least 20

days before the actual scheduled hearing date. Any opposition to the requested relief shall be filed and served on the initiating party no less than 5 days before the actual scheduled hearing date.

(3) Where the matter is governed by B.L.R. 9014-1(b)(3), the initiating party may file and serve any reply to the objecting party's opposition no less than 5 days before the hearing.

(d) Notice For Sale of Certain Personal Property. A Chapter 7 Trustee may, without the necessity of an order shortening time:

(1) Set for hearing on 10 days notice any motion to sell property of the estate free and clear of, or subject to liens, if the subject property is situated on leased premises for which the estate is accruing periodic administrative rent; and

(2) Move to assume and assign (but not just to assume) or to reject an unexpired lease of nonresidential real property where the debtor is the tenant as provided in B.L.R. 6006-1(a).

(3) Opposition to motions made pursuant to this subparagraph may be presented at or before the hearing.

9021-1. Submission of Orders.

(a) Prior to Hearings. Unless authorized by the judge, no proposed forms of orders granting or denying motions shall be submitted with the moving or opposition papers prior to hearing. A copy of a proposed form of order may be attached as an exhibit to a notice or memorandum.

(b) At Hearings. If authorized by the judge, the prevailing party may submit a proposed order to the Judge hearing the motion at the conclusion of the hearing after permitting all other counsel appearing at the hearing to review the proposed order.

(c) After Hearings. If an order is not submitted to the Judge at the conclusion of the hearing, the prevailing party, or such other party ordered to do so by the Judge hearing the motion, shall submit a proposed order to the Judge promptly thereafter. The order shall contain the signatures of any other counsel who appeared at the hearing, approving it as to form, or shall be accompanied by a **proof certificate** of service evidencing service of the proposed order on all such counsel. Orders not approved as to form will ordinarily be lodged for 7 days after service.

9022-1. Notice of Entry of Order and Judgment.

~~(a) Copies and Envelopes.~~ Except for orders that are subject to BNC noticing (e.g., an order dismissing the case), the original order or judgment shall be accompanied by copies and stamped, addressed envelopes for all parties entitled to notice of the entry of the order or judgment pursuant to F.R.B.P. 9022 (and the debtor(s) and debtor(s)' counsel for all orders in response to motions for relief from the automatic stay), or as the Court directs. The party submitting the order shall submit a copy and a stamped, self-addressed envelope for the return of a conformed copy.

~~(b) Notice of Entry of Order.~~ Except for orders that are subject to BNC noticing (e.g., an order dismissing the case), proposed orders or judgments requiring notices of entry shall be accompanied by a separate notice of entry, to which shall be attached a mailing list of all parties, including the United States Trustee (and the debtor(s) and debtor(s)' counsel for all orders in response to motions for relief from the automatic stay), who are required by F.R.B.P. 9022 to be served with the order or judgment. The form of notice shall include the title of the order or judgment, and shall leave appropriate blanks for the Clerk to insert the date of entry of the order or judgment and the date that the notice of entry and copy of the order or judgment were mailed by the Clerk.

~~(a) Service List.~~ Each order or judgment submitted to the Court shall be accompanied by a Court Service List, in alphabetical order, identifying all parties required to be served with the order under applicable federal and local rules.

~~(b) Notice of Entry of Order.~~ Upon the entry of each order or judgment on the court docket, the Notice of Electronic Filing shall constitute notice of entry of judgments and orders by the Court upon all Registered Participants. A paper copy of the order or judgment will be served by the Court on all parties on the court service list who are not Registered Participants. The date the order of judgment was entered will be reflected on the copy served which will constitute notice of entry of the order or judgment on non-registered parties.